

## **Field Review of Appraisals Solicitation Questions**

1. The solicitation in Statement of Work section C.1.3.1 and on page 27 of Schedule M Evaluation Criteria Technical Evaluation Personnel Qualifications A (3) specifically states the appraiser must be certified as a “State Certified Residential Appraiser”. Will a “State Certified General Appraiser” be acceptable to be the sole source of appraisal services work under this solicitation? Thank you in advance for your time in this matter.

**Answer: Yes – Housing and Economic Recovery Act (HERA) that recently passed into law requires FHA roster appraisers to be “certified” which would include Certified General and Certified Residential.**

2. I just received an email from SAM REO Professional Database Opportunity to do Field Review of Appraisals. They list nine counties. Would I have to cover all nine counties or can I chose the counties I have data for and are familiar with?

**Answer: The REO field contract is different from this solicitation. For this solicitation, the reviewer and/or sub-contractor will perform appraisal field reviews in all Counties specified in the solicitation.**

3. Do I have to attend the meeting in Atlanta that is mentioned, in order to be able to do the appraisal review work?

**Answer: Yes, attendance at training is mandatory.**

4. Are all of the review appraisals interior appraisals, or is there a mixture of interior and exterior reviews?

**Answer: All reviews are ordered as interior inspections, and if the contractor is unable to gain access, the efforts to perform an interior must be documented and an exterior inspection will be performed. Please refer to the Statement of Work.**

5. Do I understand correctly that I will receive 5 reviews per month and they are then due within 15 days?

**Answer: The estimated number of reviews per month is 5 and are due 15 business days after receipt by the contractor. There is no guarantee 5 will be ordered each month.**

6. Prior Relevant Experience – provide documented evidence. Do you want sample appraisals of 1-4 unit properties and sample FHA appraisals? Please explain.

**Answer:** The solicitation is specific as to the information that should be included (the offeror must identify the predominant product or service provided, and the names, title, addresses, telephone numbers, fax numbers, and e-mail addresses (if available) of at least two people familiar with the offeror's experience).

7. Will HUD require 1004 MC reports with each appraisal review?

**Answer:** Since the 1004MC is now required on each FHA appraisal, the reviewer will be required to review the 1004MC during the field review assignment and comment on any deficiencies within the 1004MC.

8. Can you please verify for Past Performance most recent 3 appraisals - is it acceptable to give FHA# as documented evidence? If the FHA# alone is not sufficient can you let me know what other documentation would be acceptable?

**Answer:** The solicitation is referring to past performance regarding contracts not appraisals and the solicitation is specific as to the information that should be included (shall include the names, title, addresses, telephone numbers, fax numbers, and e-mail addresses (if available) of the customers for each contract including a brief description of the services performed and the total contract value) FHA case number, property address and date of appraisal.

9. The documents do not indicate the form to be used in submitting the ARR. Do you supply the form or do we use the review form as supplied by WinTotal.

**Answer:** The Appraisal Review Report (ARR) is available on-line and will be discussed at the training.

10. What type of projects does the rfq include. Are these single family residences, apartments etc. Is there any type of informational meeting?

**Answer:** No multifamily, only single family 1-4 units.

11. Is there a specific format required for responding to the RFQ? If so, where can I find a sample?

**Answer:** No, please read the Statement of Work (SOW) and instructions in Sections L&M.

12. Is Standard Form 18 available in a format to be completed on the computer?

**Answer:** No.

13. Is there a place I can go to review past successful RFQs or ones that I would be competing?

**Answer: No.**

14. Do the ORCA reps and certs need to be submitted in hard copy with the proposal, if so does that count as part of the ten pages?

**Answer: No.**

15. Is the quality control plan included in the ten page count or can it be an attachment?

**Answer: The Quality Control Plan should be included in the ten page count.**

16. Based upon the price evaluation factor of completeness in Sec. M para B.1 , do we need include pricing detail or just the total unit cost?

**Answer: Provide the unit price per Field Review of Appraisal and the total price based on the estimated Quantity noted in Schedule B. Please see Schedule B for instructions on submitting pricing information.**

17. In Sec. L first paragraph, you require three (3) copies of our proposal. Does this mean one original and two (2) copies or one (1) original and three (3) copies?

**Answer: The offeror shall include an original and 3 copies of their proposal.**

18. I am working on filling out the quote and resume and would like to know if you have a demonstration of the quote sheet and resume to show me better how you would like it formatted. Also, when it asks for technical Approach is this referring to sales, cost, income approach?

**Answer: Please refer to Sections L&M for instructions on how to submit and what information to include in your Request for Quotation.**

19. I am new to the CCR and the direct bid process, is there a template for the quality control plan?

**Answer: No.**

20. You want me to submit to you a quality control plan; but what does that entail, other than I keep up to date market data from reliable recording services, such as MLS service, FARES, Public records (miami-dade.gov), fha appraisal roster member for several years now. Is there anything else as my up to date and reliable data sources provides a quality control?

**Answer: Please read the SOW and Section L; and also read Section M as to what to include in the technical part of your quotes.**

21. Do I have to also have to register with ORCA before I send this proposal contract to you?

**Answer: ORCA must be completed prior to award.**

22. Please, where do I search for past contracts that have been awarded for similar review appraisal positions across the country.

**Answer: This information must be obtained through the Freedom of Information Act (FOIA). The point of contact is Ms. Emma Newsome, FOIA Liaison. E-mail address; [emma.newsome@hud.gov](mailto:emma.newsome@hud.gov).**

23. Do I send you a resume and 2 references that I have been performing this similar work for at least the past 3 years?

**Answer: Please read the SOW and Section M for instructions on how and what information should be included in the Request for Quotation.**